

**DRAFT**

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**Headquarters Air Force Center for Environmental Excellence**

**Statement of Work  
Design-Build Plus 03  
(DBP03)**

**Statement of Work**

**Design-Build -Plus**

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**1.0 Introduction:** This Statement of Work (SOW) sets forth basic requirements for construction programs and projects of the Design-Build-Plus 03 (DBP03) construction program. This construction program will require performance at various Air Force installations worldwide for full and open and nationwide for 8(a) set aside. DBP03 is a follow-on acquisition to Design Build Plus (DB+). Historically, the Air Force has used the familiar Design-Bid-Build (D-B-B), Design-Build (D-B), and Architectural/Engineering (A/E) professional services to meet its design and construction requirements. DBP03 is a process that effectively joins aspects of D-B-B and D-B with A/E professional services. This SOW implements DBP03 as an additional process for fulfilling Air Force design and construction requirements.

**2.0 Purpose:** Under this contract the Headquarters Air Force Center for Environmental Excellence (AFCEE) Design and Construction (DC) Directorate will use the DBP03 process in addition to traditional processes to construct Air Force military family housing and light commercial facilities nationwide. The DBP03 contractors may be tasked to assist in planning, programming and design support. These support activities include site investigations, planning, programming, and design development and constitute the Concept Definition (CD) Phase of the DBP03 process. During the CD Phase, DBP03 contractors may also be tasked with validating construction price/cost and scheduling. During the construction phase, DBP03 contractors will complete project design and construction, and will deliver and warrant the facility. Overall, DBP03 will be focused primarily on military family housing and secondarily, on light commercial projects, institutional projects and community development projects.

### **3.0 Scope**

**3.1 Management Objectives:** It is the Government's intention to bring a DBP03 contractor into the Concept Definition (CD) Phase as a project development team member. Upon the completion of the CD Phase, the Government intends to enter the Construction Phase by negotiating a price and schedule with this DBP03 contractor and subsequently awarding to this DBP03 contractor a task order to complete the design and to construct, deliver, and warrant the project. The Government reserves the right, however, to award DBP03 task orders for either CD Phase or Construction Phase requirements only, as well as for traditional Design-Build (D-B), Design-Bid-Build (D-B-B), or Turnkey requirements.

### **3.2 Background and DBP03 Concept:**

**3.2.1 Procurement History:** The Air Force Center for Environmental Excellence (AFCEE) procures Air Force facilities by way of multiple Government contracts. Over the last decade, the Design and Construction Directorate (AFCEE/DC) has met Air Force facility requirements by using traditional D-B-B, D-B, and Turnkey acquisitions.

**3.2.2 Design-Build Plus 03:** Essentially, Design-Build-Plus (DBP03) is an enhancement of the traditional D-B process inasmuch as it allows the constructor (the DBP03 contractor) to be integrated into the CD Phase. This integration will allow the DBP03 contractor's design team to be involved with a project early on and thus, facilitate the DBP03 contractor's long-term

understanding of the Air Force's project requirements. Moreover, the DBP03 contractor's integration into the CD Phase will allow for independent surveys of existing conditions, collaborative participation, and resolution of building concerns prior to the start of construction. Given the DBP03 contractor's envisioned level of involvement, the DBP03 contractor, like the Design-Build (D-B) contractor, will serve as both the Architect of Record for completed projects as well as the Contractor of Record.

**3.2.2.1 Concept Definition:** Concept Definition (CD) is the design phase of the DBP03 process. This design phase is divided into two sub-phases: 1.) Planning and Programming and 2.) Project Definition validation and support. During the CD effort, the Government may either perform CD activities in-house or employ a professional consultant herein after referred to as the CD AE. Whether the Government or a professional consultant, the provider of CD services is primarily responsible for the development of the CD products and preparation of the RFP for the project. Details regarding CD Phase requirements will be provided at the task order level and as noted in the following subparagraphs.

**3.2.2.1.1 Planning and Programming:** The DBP03 contractor shall provide investigative services, actively participate in constructability reviews of planning/programming documents, and prepare or assist with the preparation of planning/programming documents. The results will be incorporated into the documentation that will be used in the Project Definition sub-phase.

**3.2.2.1.2 Project Definition:** The DBP03 contractor may provide investigative services, actively participate in constructability reviews of concept definition products, review and validate estimated project costs against the construction cost limitation (CCL), and assist in the preparation of proposal documents for the same project. Investigative services consist of, but are not necessarily limited to: Geo-technical studies, hazardous materials surveys, topographical surveys, verification of existing as-builts, traffic studies, and value engineering. It is the intent of the Government to require the DBP03 contractor to use the results of these studies and investigative services as part of its cost validation efforts and again during the construction phase of the project. The results of all DBP03 surveys, investigations and constructability reviews may be incorporated into the project's final CD Phase documents at the discretion of the Government. See paragraph 7 for possible CD Phase tasks at the task order level.

**3.2.2.2 Working Drawings, Construction, Delivery & Warranty:** At the conclusion of the CD phase, the Government will issue a separate task order with a RFP or RFQ and thus, transition from the Concept Definition Phase to the Construction Phase. During the Construction Phase, design completion, construction, and the delivery and warranting of the project/facility takes place. It is the intent of the Government to require the DBP03 contractor to use the results of studies and investigations conducted during the CD Phase by the same or a different DBP03 contractor. If the same DBP03 contractor performs these studies and investigations during the CD Phase and is awarded the Construction Phase task order for essentially the same project, then the DBP03 contractor is responsible for the results of its efforts during the CD Phase. See paragraph 7 for possible Construction Phase tasks at the task order level.

**3.2.2.2.1 Design:** Prior to beginning onsite construction, the DBP03 contractor, as directed in the RFP, will initiate the Construction Phase by completing project working drawings and the various plans and schedules, including a construction schedule using PERT, CPM, or NAS scheduling tools, and obtaining submittal approvals and permits. Working drawings and specifications shall comply with codes, laws and the RFP. The working drawings shall be submitted for review as directed in the task order statement of work. The DBP03 contractor shall be responsible for implementation, coordination, and execution of all regulatory reviews, ensure technical adequacy of the final design, and provide quality control of all phases of the task order. Further details regarding design requirements will be provided at the task order level.

**3.2.2.2.2 Construction:** Upon the approval of the Contracting Officer or Administrative Contracting Officer, the DBP03 contractor may commence onsite construction activities. Further details regarding construction management requirements, inspection and testing, construction facilities and temporary controls, environmental protection, quality control system, construction quality control, and project closeout will be provided at the task order level.

**3.2.2.2.2.1 On-Site Field Oversight:** The DBP03 contractor shall provide the manpower, equipment, material, services, and transportation necessary to ensure oversight services during the construction phase of each task order. Further details regarding construction management requirements, inspection and testing, construction facilities and temporary controls, environmental protection, quality control system, construction quality control, and project closeout will be provided at the task order level.

**3.2.2.2.2.2 Pre-Final Inspection:** The DBP03 contractor shall conduct a pre-final walk through inspection and publish the pre-final inspection findings in a pre-final inspection report. Further details regarding construction management requirements, inspection and testing, construction facilities and temporary controls, environmental protection, quality control system, construction quality control, and project closeout will be provided at the task order level.

**3.2.2.2.2.3 Final Inspection:** The DBP03 contractor shall conduct a final inspection and publish the findings in a Final Inspection Report in accordance with the format specified at the pre-construction conference and the RFP/RFQ. The inspection shall concentrate on the items identified at the pre-final inspection and recorded in the pre-final report. The final inspection report shall also certify that all items of the design have been implemented and that the construction is complete. The final inspection report shall also include a record of “signed and sealed” as-built drawings and specifications verifying that all development standards have been met. At the final inspection, the DBP03 contractor shall present a completed DD Form 1354, Transfer and Acceptance of Real Property to the Base Civil Engineer (BCE) for signature and acceptance. Further details regarding construction management requirements, inspection and testing, construction facilities and temporary controls, environmental protection, quality control system, construction quality control, and project closeout will be provided at the task order level.

**3.2.2.2.2 Delivery/Warranty:** The DBP03 contractor shall complete all inspection and commissioning requirements prior to final inspection. Following final inspection, the DBP03

contractor shall deliver to the Government the as-built drawings in the format and media as required by the task order. Further details regarding project closeout will be provided at the task order level. The warranty shall be issued in accordance with FAR 52.246-21. Extended warranties offered by the DBP03 contractor and its subcontractors or suppliers may be accepted by the Government at its discretion.

#### **4.0 Not Used**

**5.0 Applicable Documents:** The Air Force Family Housing Guide for Planning, Programming, Design and Construction (December 1995) and as amended establishes the minimum baseline requirements and is provided as a reference to this Statement of Work. Light Commercial construction requirements will be addressed on a case by case basis within individual task orders. A comprehensive listing of applicable references can be found in the Appendix of this guide. Base specific documents will be identified at the task order level. Also, the DBP03 contractor shall comply with all applicable (1) Federal, state, local and agency laws; statutes, ordinances, instructions, manuals, handbooks, regulations, guidance, policy letters and rules (inclusive of changes and amendments), and (2) Presidential Executive Orders in effect on the date of issuance of each task order.

#### **6.0 Administrative**

##### **6.1 Meetings, Conferences, Site Visits**

**6.1.1 Post Award Meeting/Teleconference, Progress Meetings & Design Integration Meetings.** After the issuance of a task order, the DBP03 contractor shall attend all meetings/teleconferences at the location specified by the Contracting Officer's Representative (COR).

**6.1.2 Meeting Minutes.** The DBP03 contractor shall prepare and publish all meeting minutes following ACO approval, track all action items assigned, and shall document all items discussed at a meeting as well as a meeting's attendees.

##### **6.2 Special Notification**

**6.2.1 Health Risks.** The DBP03 contractor shall immediately report to the ACO, via telephone, any data or results generated during investigations pursuant to task orders which may indicate any potential imminent health risk to contracted or federal personnel, or to the public at large. Following this telephone notification, the DBP03 contractor shall prepare a written notice with supporting documentation and deliver it to the COR within three (3) working days. The DBP03 contractor shall provide written notification in the form of a signed letter scanned into Adobe Acrobat Portable Document Format (\*.pdf) and send it to the Contracting Officer or the Administrative Contracting Officer (ACO) (if one is established) via email. Upon request of the COR, the DBP03 contractor shall provide pertinent raw laboratory data (e.g., chromatograms, etc.) within three (3) weeks of the telephone notification.

### **6.3 Work Site Requirements**

**6.3.1 Safety Requirements:** The DBP03 contractor shall conduct its operations in accordance with FAR Part 52.236-13 and Alternate 1.

**6.3.2 Storage:** The DBP03 contractor shall conduct its operations in accordance with FAR Part 52.236-10.

**6.3.3 Security:** The DBP03 contractor shall obtain and monitor security badges used by its own staff during the duration of this contract.

### **7.0 Listing of Possible Tasks:**

**7.1 Planning And Programming:** The project/program specific requirements will be specified at the task order level, and include, but are not limited to, site investigation, hazardous material surveys, topographical surveys, traffic studies, base comprehensive compliance surveys, utilities locating and surveying, maintainability and constructability reviews, programmed amount validation, construction permitting, environmental permitting, value engineering, site study and selection, requirements document development, project management plan development, DD Form 1391 preparation, and other project and /or program planning/programming activities required to satisfy higher authority requirements.

**7.2 Concept Definition/Design:** The project/program specific requirements will be specified at the task order level, and include, but are not limited to, the elements listed in paragraph 7.1 above, as well as other project and/or program concept definition activities required to satisfy higher authority requirements, codes, laws, ordinances, and Executive Orders. However, the emphasis during the concept definition activities is ensuring the development of a Request for Proposal or Request for Quote by the Government's CD AE. This product must clearly define the project requirements in terms of either performance, appearance, criteria and/or specification with enough detail that the DBP03 contractor can provide a quote with reasonable performance, cost (within the Construction Cost Limitation) and schedule risk. Greater emphasis shall be placed on maintainability, constructability, construction cost validation, RFP/RFQ document clarity, and satisfaction of customer requirements and needs.

**7.3 Technical Services:** The DBP03 contractor is the "Architect of Record" and, as such, will sign and seal all completed designs. The DBP03 contractor is accountable for all aspects of the final design under Federal, State and applicable local laws. For reference purposes, a "completed design" within the DBP03 process includes, (1) the design which is developed within the design and review process following Concept Definition and (2) as-built drawings accurately reflecting any modifications to (1) above.

**7.4 Summary Status Reports.** The DBP03 contractor shall provide weekly and monthly progress reports for all task orders assigned. Quarterly reports detailing small business

participation shall also be provided. The small business quarterly reports will be used to verify small business participation and will be reviewed as part the Fair Opportunity selection criteria for follow-on task order awards. The information shall contain the extent and type of small business concern subcontracting, the variety of small business subcontractors, and the complexity of the work performed by the small business concern subcontractor. All information will be maintained in an electronic database (compatible with Microsoft Office Professional, current version) to facilitate summary retrievals. Reports will be acceptable in contractor format unless otherwise noted in Task Order Statement of Work.

**7.5 Quality Control (QC) Oversight:** The DBP03 contractor shall review, plan and/or develop QC procedures for each task order and submit for government approval.

**7.6 Design-Build (D-B) Construction:** The DBP03 contractor shall manage and perform D-B construction work as defined in the task order. The following are typical D-B construction task order requirements: completion of working drawings, permitting, construction, construction management, scheduling, inspection and testing, maintaining construction facilities and temporary controls, environmental protection, quality control, construction quality control, and project closeout. However, specific requirements will be provided at the task order level.